

## **WORKPLACE HARASSMENT**

**Cinergy will maintain a professional, business-oriented workplace. Cinergy expects that all of its employees treat with respect customers and co-workers and all other persons you meet in the course of business.**

**Harassment.** Harassment may include inappropriate conduct that is based on gender, race, color, religion, age, disability, medical condition, pregnancy or sexual orientation or ethnic, national or Appalachian origin, or veteran, citizenship, marital or family status or similar reasons that interfere with an employee's work performance. Harassment can include intimidating, hostile, or offensive conduct such as unwelcome comments, taunts, slurs, jokes, threats, insults, cartoons or graffiti directed at employees or other persons you meet in the course of business. In many cases, harassment is illegal. If harassment occurs, the Company and the harassing employee may be financially responsible. The offender also will be subject to appropriate disciplinary action including discharge.

**Sexual Harassment.** Harassment based on sex or gender can include:

- ◆ Unwelcome sexual advances or requests for sexual favors
- ◆ Sexually suggestive comments or jokes of a sexual nature or derogatory comments about gender
- ◆ Sexually oriented kidding or teasing
- ◆ Circulation or display of sexually suggestive objects, calendars, cartoons, pictures or computer material
- ◆ Graphic or degrading comments about an individual's appearance
- ◆ Patting, hugging, pinching or brushing against another person's body
- ◆ Whistling, cat calls, offensive gestures or leering.

**Required Action.** To prevent or promptly address harassing behavior:

- ◆ This policy will be reviewed at new employee orientation.
- ◆ This policy will remain posted on all Company bulletin boards designated for government postings.
- ◆ This policy will be discussed at appropriate staff meetings, training sessions, etc.
- ◆ Supervisory employees will be informed of the potential for liability, both for the company and for themselves, if they commit, have knowledge of, or fail to take reasonable measures to prevent or correct harassment in the workplace.
- ◆ Anyone who observes or experiences harassing behavior must immediately report the harassment in accordance with this policy.

**Reporting Harassment.** If you feel at any time that you are being harassed in any manner or that you have witnessed the harassment of an employee or customer, you must immediately notify your supervisor or department head. If you would feel more comfortable talking to someone outside of your department or work location, you may call **Rose Abi Radi at (513) 287-2662** in Compliance Services or the **Employee Hotline at (800) 354-2714**. Supervisors must report any complaints to Compliance Services.

To the extent the investigation permits, Cinergy will preserve the identity and confidentiality of any employees who report harassment or cooperate with an investigation. Employees who report harassment or cooperate in an investigation of a harassment complaint are protected against any form of retaliation and should also report any retaliation or threats. All complaints will be investigated promptly and impartially.

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CIN000853

The Company would like to reiterate the importance of its Workplace Harassment policy and the Company's commitment to equal employment opportunity. You can find the relevant Company policies and procedures at <http://web.cinergy.com/complianceservices>

Discrimination and harassment are not tolerated. If you feel that you are being harassed or that you have witnessed the harassment of an employee or customer, you must immediately notify your supervisor or department head. If you would feel more comfortable talking to someone outside of your department or work location, you may call Rose Abi Radi at (513) 287-2662 in Compliance Services or the Employee Hotline at (800) 354-2714.

94268.1

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**Class Attendance Sheet**

Class Name: **JOURNEY TOWARD INCLUSION**  
Start Date: **03/08/2000**  
Locator #: **0000054932**  
Instructor: **D. RADCLIFFE & G. STOLL**  
Location: **421 CLOPAY , 4TH & MAIN**

<b><u>Name</u></b>	<b><u>Employee #</u></b>
ARTIS, KEVIN D	17523
BRANTLEY, BILLY	17905
BROOKS, MICHAEL	17965
BULLOCK JR, ELMER V	18040
COUGHMAN, FRED D	18383
DAHL, BARRY C	17857
DENAPOLI, JOANN	19501
FOUNTAIN, WILL H	25410
GRECO, STEVEN D	29575
HOPPER, DONALD L	39158
ISON, JOEY	41357
KEENEY, CELESTE M	43600

## **Class Attendance Sheet**

LUX, DAVID L	51036
MCCOY, MICHAEL	53903
MONTGOMERY, RICHARD L	58170
MORAN, ANTHONY D	58469
NASH, TONY G	59930
PORTER, DOUGLAS A	64689
POTEET, GREGORY R	64882
REKART, PAUL E	94424
RENTSCHLER, RICHARD A	66814
STEELE, KENNETH R	95057
WATSON, GOLDEN M	87935
ZEEK, DIANNE M	93583

**Number of Participants      24**

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# *Working Environment Policy Manual*

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Equal Employment Opportunity

## **Equal Employment Opportunity**

Cinergy's people are a key source of our competitive edge. The Company strongly supports and recognizes its responsibility to provide equal employment opportunities to all qualified individuals. The Company places a high value on diversity and strongly believes that all people are unique and valuable and should be respected for their individual abilities.

Cinergy is an equal opportunity employer and will not discriminate against anyone on the basis of race, gender, age, color, religion, disability status, veteran status, sexual orientation, marital status, or ethnic, national, or Appalachian regional origin.

The policy applies to all personnel relationships, including:

- Promotions;
- Transfers;
- Training;
- Job assignments;
- Job stations;
- Hours of work;
- Rates of pay;
- Working conditions;
- Termination; and
- All other terms and conditions of employment.

The company will take affirmative action to employ qualified disabled veterans, veterans of the Vietnam era, disabled persons, minorities, and women.

# *Working Environment Policy Manual*

Equal Employment Opportunity

Cinergy believes that equal employment opportunity is a moral responsibility, not merely a legal requirement. Cinergy strongly supports equal employment opportunity as part of our corporate belief in human dignity and the private enterprise system. All officers and employees are expected to adhere to the laws, regulations and Company policies relating to equal opportunity, affirmative action and non-discrimination. Each Cinergy employee is required to accept personal responsibility for ensuring continued success of the company's equal opportunity commitments.

*To report violations of the Equal Employment Opportunity policy, you must immediately notify your supervisor or department head. If you would feel more comfortable talking to someone outside of your department or work location, you may call Compliance Services at 1-513-287-2662 or the Employee Hotline at 1-800-354-2714. Supervisors must report any complaints to Compliance Services.*

To the extent the investigation permits, Cinergy will preserve the identity and confidentiality of any employees who report violations of the Equal Employment Opportunity policy or cooperate with an investigation. Employees who report violations of the Equal Employment Opportunity policy or cooperate in an investigation of a complaint are protected against any form of retaliation and should also report any retaliation or threats. All complaints will be investigated impartially.

# *Working Environment Policy Manual*

Harassment-Free Workplace

## **Harassment-Free Workplace**

Cinergy will maintain a professional, business-oriented workplace. Cinergy requires that all of its employees treat with respect customers and coworkers and all other persons encountered in the course of business.

### **DEFINING HARASSMENT**

Harassment may include conduct that:

- Is based on gender, race, color, religion, age, disability, medical condition, pregnancy or sexual orientation or ethnic, national, or Appalachian origin, or veteran, citizenship, marital or family status, or any other reason; and
- Interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

Harassment of any type can include unwelcome or offensive comments, taunts, slurs, jokes, threats, insults, cartoons, or graffiti directed at employees or other persons encountered in the course of business. In many cases, harassment is illegal. If harassment occurs, the company and the harassing employee may be financially responsible. The offender also will be subject to appropriate disciplinary action, including discharge.

### **DEFINING SEXUAL HARASSMENT**

Harassment based on sex or gender can include:

- Unwelcome sexual advances or requests for sexual favors;
- Sexually suggestive comments or jokes of a sexual nature or derogatory comments about gender;
- Sexually oriented kidding or teasing;

# *Working Environment Policy Manual*

Harassment-Free Workplace

- Circulation or display of sexually suggestive objects, calendars, cartoons, pictures, or computer material;
- Graphic or degrading comments about an individual's appearance;
- Patting, hugging, touching, pinching, or brushing against another person's body; or
- Whistling, cat calls, offensive gestures, or leering.

## **REQUIRED ACTION**

To prevent or promptly address harassing behavior:

- This policy will be reviewed at new employee orientations.
- This policy will remain posted on all company bulletin boards designated for government postings.
- This policy will be discussed at appropriate staff meetings, training sessions, etc.
- Supervisory employees will be informed of the potential for liability—both for the company and for themselves—if they commit, have knowledge of, or fail to take reasonable measures to prevent or correct harassment in the workplace.
- Anyone who observes or experiences harassing behavior must immediately report the harassment in accordance with this policy.



# *Working Environment Policy Manual*

Harassment-Free Workplace

## **REPORTING HARASSMENT**

*If you feel at any time that you are being harassed in any manner or that you have witnessed the harassment of an employee or customer, you must immediately notify your supervisor or department head. If you would feel more comfortable talking to someone outside of your department or work location, you may call Compliance Services at 1-513-287-2662 or the Employee Hotline at 1-800-354-2714. Supervisors must report any complaints to Compliance Services.*

To the extent the investigation permits, Cinergy will preserve the identity and confidentiality of any employees who report harassment or cooperate with an investigation. Employees who report harassment or cooperate in an investigation of a harassment complaint are protected against any form of retaliation and should also report any retaliation or threats. All complaints will be investigated impartially.

# *Working Environment Policy Manual*

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Acknowledgement

Employee Name: BILL BEANTLEY

Employee Number: 17905

I hereby acknowledge that I have received a copy of the Working Environment Policy Manual.

Signature: BILL BEANTLEY Date: 10-7-02

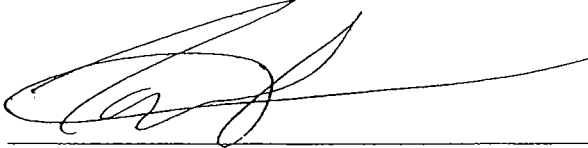
# *Working Environment Policy Manual*

Acknowledgement

Employee Name: Todd Tolbert

Employee Number: 84975

I hereby acknowledge that I have received a copy of the Working Environment Policy Manual.

Signature: 

Date: 10-17-2

# *Working Environment Policy Manual*

Acknowledgement

Employee Name: A MARTIN

Employee Number: 52205

I hereby acknowledge that I have received a copy of the Working Environment Policy Manual.

Signature: V. Martin Date: 10-17-02

Pathlore Learning Management System  
 17905 BILLY BRANTLEY Title: Supv, Field T&D Const&Maint Hourly/Salary: S Company: CGE  
 Phone: 513/287-4905 Mail: EF370 Center: 479 Dept. ID: 00000385 Full/Part-time: F Status: Active 10/1/2002 page 1

EMPLOYEE NUMBER: 17905  
 LAST NAME: BRANTLEY  
 FIRST NAME: BILLY  
 M.I.:  
 WORK PHONE: 513/287-4905  
 E-MAIL: T17905  
 COMPANY: CGE  
 DEPT ID: 00000385  
 MAIL DROP: EF370  
 BUS. UNIT: ED  
 CORP: 010  
 CENTER: 479  
 EMP. CLASS: 1  
 EMP. STATUS: A  
 PART/FULL TIME: F  
 TERMINATION DATE:  
 HOURLY/SALARY: S  
 UNION CODE: 2  
 TEMP STATUS: R  
 TITLE: Supv, Field T&D Const&Maint  
 JOB CODE: 52679  
 Date in current Job: 7/1/2002  
 ACTUAL HIRE DATE: 11/30/1987  
 ADJUSTED HIRE DATE: 11/30/1987  
 EDUC. LEVEL: HS Grad  
 FIRST RESPONDER ?:  
 LAST UPDATED BY: TANACKER  
 LAST MODIFIED: 9/11/2002  
 GENDER: M  
 E-mail Copy:

Pathlore Learning Management System  
 17905 BILLY BRANTLEY Title: Supv, Field T&D Const&Maint Hourly/Salary: S Company: CGE  
 Phone: 513/287-4905 Mail: EF370 Center: 479 Dept. ID: 00000385 Full/Part-time: F Status: Active  
 Transcript

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DATE	CODE	NAME	STAT	HRS	SAVED ON
11/5/2002	COMPGRA...	INTRODUCTION TO POWERPOL...	E	6.50	9/11/2002
8/31/2002	EDUC080502	DALE CARNEGIE	R		9/4/2002
8/13/2002	DIVRDVS...	BALANCED WORKFORCE INITI...	F	2.00	8/15/2002
8/13/2002	DIVRDVS...	BALANCED WORKFORCE INITI...	E	2.00	8/7/2002
8/7/2002	INFOEMP...	EMPLOYMENT LAW FOR MAN...	F	2.00	7/29/2002
7/11/2002	DIVRDVS498	DIVERSITY TEAM MEMBER	F	6.00	7/18/2002
4/8/2002	OSHAEMP...	OSHA QUALIFIED EMPLOYEE D...	F	0.50	5/8/2002
4/4/2002	DIVRDVS498	DIVERSITY TEAM MEMBER	F	7.00	4/29/2002
11/15/2001	DIVRDVS498	DIVERSITY TEAM MEMBER	F	8.00	12/11/2001
9/12/2001	SAFEPEREQP	PERSONAL PROTECTIVE EQUIP...	F	2.00	2/5/2002
9/12/2001	SAFEWRK...	WORK AREA PROTECTION RUL...	F	1.00	2/5/2002
8/16/2001	DIVRDVSQT3	DIVERSITY 3RD QUARTER TOPI...	F	1.00	8/31/2001
5/10/2001	INFODOT...	DOT LOG BOOK INFORMATION	F	1.00	5/14/2001
5/10/2001	OSHAEMP...	OSHA QUALIFIED EMPLOYEE D...	F	0.50	5/14/2001
2/21/2001	SAFEESTAD	FIRST AID TRAINING	F	3.00	3/19/2001
2/21/2001	INFODRGRFS	DRUG AND ALCOHOL REFRESH...	F	1.50	2/21/2001
2/21/2001	SAFECPRPC	CPR PRACTICE	F	1.50	3/19/2001
2/21/2001	SAFEFBP...	BLOOD BORNE PATHOGENS	F	1.00	3/19/2001
2/21/2001	SAFEESTAD	FIRST AID TRAINING	F	3.00	4/19/2001
2/21/2001	SAFECPRPC	CPR PRACTICE	F	1.50	4/19/2001
2/21/2001	SAFEFBP...	BLOOD BORNE PATHOGENS	F	1.00	4/19/2001
1/23/2001	LINEEQGRD	EQUIPOTENTIAL GROUNDING	F	8.00	1/30/2001
1/17/2001	INFOENDPCS	EMPLOYEE AWARENESS - OPT,...	F	2.00	1/29/2001
11/16/2000	DIVRDVS498	DIVERSITY TEAM MEMBER	F	8.00	12/5/2000
11/9/2000	SAFEMTG...	ZERO TOLERANCE MEETING	F	0.00	11/13/2000
10/25/2000	INFOORDER1	EMPLOYEE AWARENESS - ORD...	F	1.00	11/6/2000
10/18/2000	SAFESC7102	SECTION 7-SAFETY & HEALTH ...	F	1.00	1/2/2001
9/28/2000	DIVRDVSFDT	PRESENTING AND FACILITATI...	F	8.00	10/30/2000
9/14/2000	DIVRDVS...	BROWN BAG SESSION (DIVIDIN...	F	2.00	10/23/2000
9/13/2000	SAFEBUG...	BUCKET RESCUE	F	1.00	9/18/2000
9/13/2000	TECHPOL...	POLE TOP RESCUE/CLIMBING C...	F	1.00	9/18/2000

Pathlore Learning Management System  
 17905 BILLY BRANTLEY Title: Supv, Field T&D Const&Maint Hourly/Salary: S Company: CGE  
 Phone: 513/287-4905 Mail: EFF370 Center: 479 Dept. ID: 00000385 Full/Part-time: F Status: Active  
 Transcript

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8/15/2000	DIVRVS498	DIVERSITY TEAM MEMBER	F	8.00	8/23/2000
5/31/2000	DIVRVS...	TALKING TO A WALL HOW & ...	F	2.00	8/3/2000
4/13/2000	DIVRVS498	DIVERSITY TEAM MEMBER	F	8.00	4/14/2000
4/11/2000	INFOWRK...	WORKPLACE HARASSMENT	F	2.00	4/14/2000
3/22/2000	SAFERED...	REDBOOK UPDATE REVIEW	F	2.00	5/10/2000
3/16/2000	LEADCON101	LEADERSHIP CONFERENCE (TAPE)	F	1.50	4/27/2000
3/8/2000	DIVRVSJT1	JOURNEY TOWARD INCLUSION	F	8.00	2/18/2000
2/23/2000	SAFEESTAD	FIRST AID TRAINING	F	0.50	5/30/2000
2/23/2000	SAFECPRPC	CPR PRACTICE	F	0.50	5/30/2000
2/23/2000	SAFEEBP...	BLOOD BORNE PATHOGENS	F	1.00	5/30/2000
2/16/2000	SAFESWC...	SWITCHING & TAGGING	F	80.00	6/2/2000
1/5/2000	INFOJRSBD1	SUPPLY BUSINESS DECISION	F	0.50	3/17/2000
11/11/1999	DIVRVS498	DIVERSITY TEAM MEMBER	F	8.00	11/16/1999
9/8/1999	INFOMGT...	CINERGY MANAGEMENT BRIEF...	F	1.00	9/13/1999
8/13/1999	LINEOPGRD	EQUIPOTENTIAL GROUNDING	F	3.00	11/3/1999
8/11/1999	SAFEFIREXT	PORTABLE FIRE EXTINGUISHERS	F	2.00	11/23/1999
7/29/1999	DIVRVS498	DIVERSITY TEAM MEMBER	F	8.00	7/28/1999
7/26/1999	SAFECPRPC	CPR PRACTICE	F	3.00	6/28/2000
6/25/1999	SAFEFRKLT	FORK LIFT TRAINING	F	3.00	7/27/1999
5/12/1999	TECHPOL...	POLE TOP RESCUE	F	2.00	6/23/2000
5/12/1999	SAFEEBUC...	BUCKET RESCUE/AERIAL DESC...	F	1.00	6/28/1999
5/12/1999	SAFEEAP...	EMERGENCY ACTION PLAN	F	0.50	6/28/1999
5/5/1999	DIVRVS504	WORKPLACE AS COMMUNITY	F	8.00	5/27/1999
4/15/1999	DIVRVS498	DIVERSITY TEAM MEMBER	F	8.00	4/21/1999
4/6/1999	LEADCON101	LEADERSHIP CONFERENCE (TAPE)	F	2.00	4/14/1999
3/15/1999	SAFEALW001	SAFETY ALWAYS KICKOFF ME...	F	1.00	4/13/1999
11/18/1998	SAFESWC...	SWITCHING & TAGGING	F	1.00	5/7/1999
10/21/1998	DIVRVS102	Diversity Profile	F	2.00	10/22/1998
9/29/1998	CUSTOMUN...	MEETING UNSPOKEN NEEDS	F	3.00	10/2/1998
7/2/1998	CUSTYER001	YOUR EXPANDING ROLE	F	3.00	7/8/1998
4/3/1998	DIVRVS201	AFRICAN AMERICAN LEADERS...	F	8.00	8/6/1998
11/20/1997	FINLENS...	BUSINESS SENSE WITH A TWIST	F	3.00	5/21/1999

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Pathlore Learning Management System  
 17905 BILLY BRANTLEY Title: Supv, Field T&D Const&Maint Hourly/Salary: S Company: CGE  
 Phone: 513/287-4905 Mail: EF370 Center: 479 Dept. ID: 00000385 Full/Part-time: F Status: Active  
 Transcript

9/23/1997	FINLHOD301	CINERGY BUSINESS SENSE	F	8.00	9/24/1997
5/16/1997	SAFELCK101	LOCKOUT TAG OUT	F	4.00	9/15/1997
5/1/1997	DIVRDVS101	INTRO TO THE DIVERSITY PER...	F	2.00	5/9/1997
4/25/1997	SAFEACC...	ACCIDENT REVIEW AND LOCK...	F	0.00	9/29/1997
3/14/1997	SAFEBBP...	BLOOD BORNE PATHOGENS	F	2.00	9/15/1997
2/4/1997	SAFEBOD...	BODY HARNESS TRAINING	F	0.50	10/23/1997
2/4/1997	SAFETICTRA	TIC TRACER	F	1.00	10/20/1997
4/24/1996	SAFEOSH...	DOCUMENTATION OF EMPLOY...	F	2.00	9/19/1996
1/4/1996	LNETR101	TRANSFORMER TRAINING	F	5.00	9/18/1996

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 CIN046746



Pathlore Learning Management System  
 84975 TODD D TOLBERT Title: Lineperson A Hourly/Salary: H Company: CGE  
 Phone: Mail: EF304 Center: 38H Dept. ID: 00000369 Full/Part-time: F Status: Active

EMPLOYEE NUMBER: 84975  
 LAST NAME: TOLBERT  
 FIRST NAME: TODD  
 M. I.: D  
 WORK PHONE:  
 E-MAIL: T84975  
 COMPANY: CGE  
 DEPT ID: 00000369  
 MAIL DROP: EF304  
 BUS. UNIT: ED  
 CORP: 010  
 CENTER: 38H  
 EMP. CLASS: 1  
 EMP. STATUS: A  
 PART/FULL TIME: F  
 TERMINATION DATE:  
 HOURLY/SALARY: H  
 UNION CODE: 2  
 TEMP STATUS: R  
 TITLE: Lineperson A  
 JOB CODE: 66834  
 Date in current Job: 9/11/2001  
 ACTUAL HIRE DATE: 8/13/1990  
 ADJUSTED HIRE DATE: 8/13/1990  
 EDUC. LEVEL: HS Grad  
 FIRST RESPONDER ?:  
 LAST UPDATED BY: TANACKER  
 LAST MODIFIED: 7/18/2002  
 GENDER: M  
 E-mail Copy:

Pathlore Learning Management System  
84975 TODD D TOLBERT Title: Lineperson A Hourly/Salary: H Company: CGE  
Phone: Mail: EF304 Center: 38H Dept. ID: 00000369 Full/Part-time: F Status: Active  
Transcript

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DATE	CODE	NAME	STAT	HRS	SAVED ON
7/11/2002	DIVRDVS498	DIVERSITY TEAM MEMBER	F	6.00	7/18/2002
5/7/2002	SAFEENML102	REVIEW OF SAFETY & HEALTH...	F	1.00	6/11/2002
4/4/2002	DIVRDVS498	DIVERSITY TEAM MEMBER	F	7.00	4/29/2002
2/26/2002	SAFEEBBP...	BLOOD BORNE PATHOGENS	F	1.00	5/31/2002
2/26/2002	SAFECPR101	CPR CERTIFICATION (RECERTIF...	F	4.00	5/31/2002
2/26/2002	SAFEESTAD	FIRST AID TRAINING	F	3.00	5/31/2002
2/25/2002	OSHAEMP...	OSHA QUALIFIED EMPLOYEE D...	F	0.50	3/14/2002
11/15/2001	DIVRDVS498	DIVERSITY TEAM MEMBER	F	8.00	12/11/2001
8/9/2001	DIVRDVS498	DIVERSITY TEAM MEMBER	F	8.00	8/31/2001
7/12/2001	TECHLINE01	TESTING LINES	F	1.00	11/14/2001
7/12/2001	SAFEENCSPC	ENCLOSED SPACE TRAINING (L...	F	1.00	11/14/2001
6/27/2001	DIVRDVS...	BROWN BAG SESSION (JTI)	F	2.00	7/9/2001
5/16/2001	SAFEFIRETR	FIRE TRAINING	F	2.00	8/3/2001
4/23/2001	PDEVHOD800	BASIC FACILITATION SKILLS	F	4.00	4/10/2001
4/19/2001	INFODOT...	DOT/CDL LOG BOOK INFORMAT...	F	1.00	8/3/2001
4/19/2001	SAFEEMTG...	SAFETY MEETING FOR APRIL-D...	F	1.50	5/14/2001
4/12/2001	DIVRDVS498	DIVERSITY TEAM MEMBER	F	8.00	4/16/2001
3/15/2001	INFODRGRFS	DRUG AND ALCOHOL REFRESH...	F	1.50	3/19/2001
2/8/2001	SAFEEBBP...	BLOOD BORNE PATHOGENS	F	1.00	3/2/2001
2/8/2001	SAFECPRPRC	CPR PRACTICE	F	1.50	3/2/2001
1/24/2001	INFOENDPCS	EMPLOYEE AWARENESS - OPT, ...	F	2.00	2/6/2001
10/24/2000	INFOORDER1	EMPLOYEE AWARENESS - ORD...	F	1.00	11/6/2000
9/12/2000	DIVRDVS...	BROWN BAG SESSION (DIVIDIN...	F	2.00	10/23/2000
5/25/2000	DIVRDVS...	TALKING TO A WALL HOW & ...	F	2.00	8/3/2000
5/4/2000	INFOWRK...	WORKPLACE HARASSMENT	F	1.00	5/15/2000
1/25/2000	SAFECPRPRC	CPR PRACTICE	F	2.00	6/19/2000
1/25/2000	SAFEESTAD	FIRST AID TRAINING	F	2.00	6/19/2000
1/12/2000	INFOJRSBD1	SUPPLY BUSINESS DECISION	F	0.50	1/20/2000
11/16/1999	SAFEEMTG...	NOV. SAFETY MEETING	F	1.00	11/17/1999
11/11/1999	INFOMGT...	JIM ROGERS MANAGEMENT BR...	F	2.00	11/17/1999
10/19/1999	SAFEPEREQP	PERSONAL PROTECTIVE EQUIP...	F	1.00	10/19/1999

Pathlore Learning Management System  
 84975 TODD D TOLBERT Title: Lineperson A Hourly/Salary: H Company: CGE  
 Phone: Mail: EF304 Center: 38H Dept. ID: 00000369 Full/Part-time: F Status: Active  
 Transcript

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10/6/1999	SAFEFRKLT	FORK LIFT TRAINING	F	3.00	6/23/2000
10/5/1999	DIVRDVS...	ATTITUDE VIRUS	F	2.00	10/6/1999
9/15/1999	SAFESECT17	CHANGES IN SECTION 7 OF SAF...	F	3.00	9/20/1999
9/14/1999	SAFEHAZ...	HAZARDOUS COMMUNICATION	F	3.00	6/23/2000
9/8/1999	INFOMGT...	CINERGY MANAGEMENT BRIEF...	F	1.00	9/13/1999
3/18/1999	SAFEEDRIVER	SAFE DRIVER ON COMPANY PR...	F	0.45	8/25/1999
8/13/1999	LINEEQPGRD	EQUIPOTENTIAL GROUNDING	F	3.00	11/3/1999
8/11/1999	SAFEMTG...	MONTHLY SAFETY MEETING	F	1.00	8/25/1999
6/8/1999	SAFEENCSPC	ENCLOSED SPACES	F	1.00	6/16/1999
5/12/1999	SAFEBUC...	BUCKET RESCUE/AERIAL DESC...	F	1.00	6/28/1999
5/12/1999	SAFEBUC...	BUCKET TRUCK RESCUE	F	2.50	5/17/1999
5/12/1999	SAFEEAP...	EMERGENCY ACTION PLAN	F	0.50	6/28/1999
5/12/1999	TECHPOL...	POLE TOP RESCUE	F	2.00	6/16/1999
5/12/1999	SAFEEAP...	EMERGENCY ACTION PLAN	F	1.00	5/17/1999
5/4/1999	SAFEETR101	FIRE EXTINGUISHER TRAINING	F	3.50	5/5/1999
3/15/1999	SAFEALW001	SAFETY ALWAYS KICKOFF ME...	F	1.00	4/13/1999
3/9/1999	SAFECPRPC	CPR PRACTICE	F	1.50	4/23/1999
3/9/1999	SAFEBBP...	BLOOD BORNE PATHOGENS	F	1.00	5/6/1999
1/5/1999	SAFECPR101	CPR CERTIFICATION (RECERTIF...	F	4.00	3/25/1999
1/18/1998	SAFESWC...	SWITCHING & TAGGING	F	1.00	5/7/1999
11/4/1998	CUSTOMUN...	MEETING UNSPOKEN NEEDS	F	3.00	11/5/1998
10/21/1998	DIVRDVS102	Diversity Profile	F	2.00	10/22/1998
7/2/1998	CUSTYER001	YOUR EXPANDING ROLE	F	3.00	7/8/1998
5/13/1998	CUSTYER001	YOUR EXPANDING ROLE	N	3.00	5/12/1998
5/12/1998	TECHPOL...	POLE TOP RESCUE	F	1.00	6/7/1999
4/3/1998	DIVRDVS201	AFRICAN AMERICAN LEADERS...	F	8.00	8/6/1998
10/8/1997	FINLHOD301	CINERGY BUSINESS SENSE	F	8.00	11/5/1997
5/1/1997	DIVRDVS101	INTRO TO THE DIVERSITY PER...	F	2.00	5/9/1997
1/1/1997	HISTWRK...	Lineperson C	F		1/28/1997
4/17/1996	SAFEOSH...	DOCUMENTATION OF EMPLOY...	F	2.00	9/19/1996
2/22/1996	LINETRF101	TRANSFORMER TRAINING	F	5.00	9/18/1996
5/17/1995	LINEQUA...	LINEPERSON "A" WRITTEN EXAM	F	4.00	12/12/2001

CONFIDENTIAL  
 CIN046749

Pathlore Learning Management System

84975 TODD D TOLBERT Title: Lineperson A

Hourly/Salary: H Company: CGE

Phone: Mail: EFF304 Center: 38H Dept. ID: 00000369 Full/Part-time: F Status: Active

Transcript

5/8/1995 LINEQUAL-A Lineperson "A" Qualifying Exam F 4.00 9/6/1996

Pathlore Learning Management System  
52205 ANTHONY MARTIN Title: Groundperson Driver A Hourly/Salary: H Company: CGE  
Phone: Mail: EF330 Center: 502 Dept. ID: 00000365 Full/Part-time: F Status: Active  
Transcript

CONFIDENTIAL  
CIN046751

DATE	CODE	NAME	STAT	HRS	SAVED BY	SAVED ON
7/23/2002	SAFEFRKLT	FORK LIFT TRAINING	F	2.00	TMORGAN	7/29/2002
7/23/2002	SAFECON101	CONFINED/ENCLOSED SPACE E...	F	3.00	TMORGAN	7/29/2002
6/4/2002	SAFEBOM...	HANDLING BOMB THREATS & ...	F	0.50	TMORGAN	6/10/2002
5/7/2002	SAFEMNL102	REVIEW OF SAFETY & HEALTH...	F	1.00	TMORGAN	6/11/2002
2/26/2002	SAFEFASTAD	FIRST AID TRAINING	F	3.00	TMORGAN	5/31/2002
2/26/2002	SAFEFBP...	BLOOD BORNE PATHOGENS	F	1.00	TMORGAN	5/31/2002
2/26/2002	SAFECPR101	CPR CERTIFICATION (RECERTIF...	F	4.00	TMORGAN	5/31/2002
2/25/2002	SAFEOSH...	OSHA QUALIFIED EMPLOYEE D...	F	0.50	EDAVIS	3/14/2002
9/13/2001	SAFEWRK...	WORK AREA PROTECTION RUL...	F	1.00	EDAVIS	2/4/2002
9/13/2001	INFOPLCY00	ZERO TOLERANCE POLICY	F	0.50	EDAVIS	2/4/2002
9/13/2001	SAFEPEREQ	PERSONAL PROTECTIVE EQUIP...	F	2.00	EDAVIS	2/4/2002
6/27/2001	CUSTCHCC01	CODE OF CONDUCT	F	1.00	DHERBERT	7/11/2001
4/19/2001	INFODOT...	DOT/CDL LOG BOOK INFORMAT...	F	1.00	DHERBERT	8/3/2001
4/19/2001	SAFEMTG...	SAFETY MEETING FOR APRIL-D...	F	1.50	DHERBERT	5/14/2001
4/12/2001	TECHPOL...	POLE TOP RESCUE	F	1.00	DHERBERT	8/3/2001
4/12/2001	SAFEWRK...	WORK AREA PROTECTION RUL...	F	1.00	DHERBERT	8/3/2001
3/15/2001	INFODRGRFS	DRUG AND ALCOHOL REFRESH...	F	1.50	DHERBERT	3/19/2001
2/8/2001	SAFECPRPRC	CPR PRACTICE	F	1.50	DHERBERT	3/2/2001
2/8/2001	SAFEFBP...	BLOOD BORNE PATHOGENS	F	1.00	DHERBERT	3/2/2001
1/24/2001	INFOENDPCS	EMPLOYEE AWARENESS - OPT, ...	F	2.00	DHERBERT	2/6/2001
10/24/2000	INFOORDER1	EMPLOYEE AWARENESS - ORD...	F	1.00	DHERBERT	11/6/2000
9/27/2000	INFOWRK...	WORKPLACE HARASSMENT	F	1.00	TANACKER	9/29/2000
9/12/2000	DIVRDVS...	BROWN BAG SESSION (DIVIDN...	F	2.00	BVATER	10/23/2000
8/17/2000	SAFEPEREQ	PERSONAL PROTECTIVE EQUIP...	F	2.00	DHERBERT	8/21/2000
5/16/2000	TECHSERV01	SERVICE INSTALLATION	F	8.00	DHERBERT	5/23/2000
1/12/2000	INFOJRSBD1	SUPPLY BUSINESS DECISION	F	0.50	MRIEMAN	1/20/2000
12/15/1999	SAFETRNL...	TRENCHING & SHORING CLASS	F	1.50	GKENNEDY	1/6/2000
12/15/1999	SAFEFBP...	BLOOD BORNE PATHOGENS	F	1.50	GKENNEDY	1/6/2000
9/15/1999	LINEEQPGRD	EQUIPOTENTIAL GROUNDING	F	3.00	GKENNEDY	11/3/1999
7/29/1999	SAFEFRKLT	FORK LIFT TRAINING	F	3.00	GKENNEDY	10/13/1999
7/1/1999	DIVRDVS...	A CLASS DIVIDED	F	2.00	PALLEN	7/1/1999

Pathlore Learning Management System  
 52205 ANTHONY MARTIN Title: Groundperson Driver A  
 Phone: Mail: EF330 Center: 502 Dept. ID: 00000365 Hourly/Salary: H Company: CGE  
 Transcript Status: Active

4/7/1999	LEADCON101 LEADERSHIP CONFERENCE (TAPE)	F	2.00	MRIEMAN	4/13/1999
3/15/1999	SAFEALW001 SAFETY ALWAYS KICKOFF ME...	F	1.00	TANACKER	4/13/1999
3/9/1999	SAFECPRPC CPR PRACTICE	F	1.50	GKENNEDY	4/23/1999
12/3/1998	CUSTMUN... MEETING UNSPOKEN NEEDS	F	3.00	MRIEMAN	12/8/1998
11/18/1998	SAFEWC... SWITCHING & TAGGING	F	1.00	MRIEMAN	5/7/1999
11/4/1998	CUSTMUN... MEETING UNSPOKEN NEEDS	N	3.00	MRIEMAN	11/5/1998
10/21/1998	DIVRDVS102 Diversity Profile	F	2.00	MDOBBINS	10/22/1998
9/29/1998	CUSTMUN... MEETING UNSPOKEN NEEDS	N	3.00	MRIEMAN	10/2/1998
7/30/1998	CUSTYER001 YOUR EXPANDING ROLE	F	3.00	MRIEMAN	7/30/1998
7/2/1998	CUSTYER001 YOUR EXPANDING ROLE	N	3.00	MRIEMAN	7/8/1998
10/2/1997	FINLHOD301 CENERGY BUSINESS SENSE	F	8.00	S GULLETT	11/5/1997
5/16/1997	SAFELOCK101 LOCKOUT TAG OUT	F	4.00	G DAVIS	9/15/1997
5/1/1997	DIVRDVS101 INTRO TO THE DIVERSITY PER...	F	2.00	M DOBBINS	5/9/1997
4/25/1997	SAFEACC... ACCIDENT REVIEW AND LOCK...	F	0.00	G DAVIS	9/29/1997
1/1/1997	HISTWRK... Lineperson C	F		T51956	1/28/1997
4/24/1996	SAFEOSH... DOCUMENTATION OF EMPLOY...	F	2.00	T01626	9/19/1996
1/4/1996	LINETRF101 TRANSFORMER TRAINING	F	5.00	T01626	9/18/1996
2/1/1974	HISTWRK... Fork Truck	F		T51956	1/28/1997



Pathlore Learning Management System  
 42699 RODNEY V JONES Title: Manual Technician Hourly/Salary: H Company: CGE  
 Phone: Mail: EFF360 Center: 477 Dept. ID: 00000385 Full/Part-time: F Status: Inactiv  
 Transcript

DATE	CODE	NAME	STAT	HRS	SAVED BY	SAVED ON
6/28/2001	TECHCON101	TESTING CONDUCTORS	F	2.00	DHERBERT	8/14/2001
5/8/2001	INFODRGRFS	DRUG AND ALCOHOL REFRESH...	F	1.50	DHERBERT	5/9/2001
2/21/2001	SAFEFBP...	BLOOD BORNE PATHOGENS	F	1.00	DHERBERT	4/27/2001
2/21/2001	SAFECPR101	CPR CERTIFICATION (RECERTIF...	F	2.00	DHERBERT	4/27/2001
11/27/2000	SAFEMLN101	REVIEW OF SAFETY & HEALTH...	F	0.50	DHERBERT	11/29/2000
9/14/2000	DIVRDVS...	BROWN BAG SESSION (THE BUS...	F	2.00	BVATER	9/18/2000
8/23/2000	SAFEPEREQP	PERSONAL PROTECTIVE EQUIP...	F	2.00	MGILLIGAN	10/9/2000
8/2/2000	SAFEMTG...	SAFETY MEETING FOR AUGUST ...	F	0.00	MGILLIGAN	10/12/2000
6/14/2000	LINEEQGRD	EQUIPOTENTIAL GROUNDING	F	3.00	DHERBERT	6/20/2000
5/24/2000	INFOWRK...	WORKPLACE HARASSMENT	F	1.00	TANACKER	5/26/2000
5/10/2000	SAFEBUG...	BUCKET RESCUE	F	1.00	DHERBERT	7/5/2000
5/10/2000	TECHPOL...	POLE TOP RESCUE	F	1.00	DHERBERT	7/5/2000
3/23/2000	SAFECPRINS	CPR/FIRST AID TRAINING FOR I...	F	8.00	DHERBERT	5/12/2000
2/22/2000	TECHSWI...	SWITCHING, TAGGING & ISOLA...	F	2.00	GKENNEDY	3/17/2000
2/22/2000	SAFELCK101	LOCKOUT/TAGOUT TRAINING	F	1.00	MGILLIGAN	2/28/2000
2/9/2000	COMPINT100	INTERNET & EMAIL ABUSE POL...	F	1.00	DHERBERT	6/23/2000
2/9/2000	SAFEREV101	ACCIDENTS (CRANE, VEHICLE, ...	F	1.00	DHERBERT	6/23/2000
2/9/2000	TECHALLISO	ALLISON TRANSMISSION VIDEO	F	1.00	DHERBERT	6/23/2000
2/9/2000	SAFEDRV201	WINTER DRIVING SAFETY	F	1.00	DHERBERT	6/23/2000
1/27/2000	SAFEFIR101	FIRE EXTINGUISHER TRAINING	F	0.50	MGILLIGAN	1/31/2000
1/27/2000	SAFEFBP...	BLOOD BORNE PATHOGENS	F	1.00	MGILLIGAN	1/31/2000
1/27/2000	SAFETRAN...	TRENCHING & SHORING CLASS	F	1.00	MGILLIGAN	1/31/2000
1/27/2000	SAFEAP...	EMERGENCY ACTION PLAN	F	1.00	MGILLIGAN	1/31/2000
1/11/2000	INFOJRSBD1	SUPPLY BUSINESS DECISION	F	0.50	MRIDEMAN	1/17/2000
1/11/2000	SAFEELQ...	ELECTRICAL SAFETY QUALIFY...	F	0.50	MGILLIGAN	1/31/2000
12/1/1999	SAFEELQ...	OSHA GUIDELINES REVIEW & ...	F	0.00	GKENNEDY	1/7/2000
11/17/1999	INFOMGT...	JIM ROGERS MANAGEMENT BR...	F	2.00	MGILLIGAN	11/18/1999
10/19/1999	SAFEPEREQP	PERSONAL PROTECTIVE EQUIP...	F	1.00	TANACKER	10/19/1999
10/11/1999	DIVRDVS...	ATTITUDE VIRUS	F	2.00	DBRADFORD	10/22/1999
9/14/1999	SAFEHAZ...	HAZARDOUS COMMUNICATION	F	3.00	MVAUGHT	6/23/2000
8/2/1999	LEADVIO...	VIOLENCE IN THE WORKPLACE	F	1.00	MGILLIGAN	8/4/1999

Pathlore Learning Management System  
 42699 RODNEY V JONES Title: Manual Technician  
 Phone: Mail: EFF360 Center: 477 Dept. ID: 00000385 Hourly/Salary: H Company: CGE  
 Transcript Full/Part-time: F Status: Inactiv

7/29/1999	LINEEQGRD EQUIPOTENTIAL GROUNDING	F	3.00	GKENNEDY	11/3/1999
6/24/1999	SAFEBUG... BUCKET TRUCK RESCUE	F	2.50	MGILLIGAN	9/20/1999
6/24/1999	TECHPOL... POLE TOP RESCUE	F	2.00	MGILLIGAN	8/4/1999
6/17/1999	SAFETYW... 1999 SAFETY WEEK MEETING	F	2.00	MGILLIGAN	6/21/1999
5/17/1999	SAFEMTG... MONTHLY SAFETY MEETING MAY	F	1.00	MGILLIGAN	5/19/1999
4/6/1999	SAFEELH... ELECTRICAL SAFETY AT HOME...	F	1.00	MGILLIGAN	4/28/1999
4/6/1999	LEADCON101 1999 LEADERSHIP CONFERENCE...	F	3.00	MGILLIGAN	4/12/1999
3/10/1999	SAFECPRPC CPR PRACTICE	F	1.50	GKENNEDY	4/23/1999
2/24/1999	SAFEALW001 SAFETY ALWAYS KICKOFF ME...	F	2.00	MGILLIGAN	3/23/1999
2/17/1999	SAFEELQ... ELECTRICAL SAFETY QUALIFY...	F	1.00	MGILLIGAN	3/23/1999
12/3/1998	CUSTOMUN... MEETING UNSPOKEN NEEDS	F	3.00	MRIEMAN	12/8/1998
12/3/1998	DIVRDVS102 DIVERSITY PROFILE	F	2.00	MDOBBINS	12/9/1998
11/30/1998	SAFESWC... SWITCHING & TAGGING	F	1.00	MRIEMAN	5/7/1999
11/9/1998	SAFECPR101 CPR CERTIFICATION (RECERTIF...	F	4.00	GDAVIS	11/9/1998
7/1/1998	CUSTYER001 YOUR EXPANDING ROLE	F	3.00	MRIEMAN	7/6/1998
6/9/1998	SAFEFSTAD FIRST AID	F	3.00	GDAVIS	11/9/1998
12/15/1997	FINLHOD301 CNERGY BUSINESS SENSE	F	8.00	S GULLETT	12/17/1997
10/31/1996	ENVROI SPL OIL SPILL CLEANUP TRAINING	F	1.00	TBRADY	7/22/1998



Date: February 6, 2003

To: Managers and Supervisors, Regulated Business Unit

From: Jim O'Connor

Subject: Seven Steps to a Safer Workplace Program, Weight Limitations



Please find attached information about a compliance effort entitled, "Seven Steps to a Safer Workplace Program." The purpose of this communication and associated training is to further the Company's commitment to safety. The Company considers the safety of employees as a very serious responsibility and knows that employees feel the same.

We rely on tools, equipment, and vehicles such as ladders, aerial lifts, and platforms to gain access to various work areas. ANSI standards specify workload or weight restrictions for this equipment and OSHA references these standards in their regulations. To ensure compliance and to meet the qualifications required to perform our jobs, we need to make sure that our body weight, plus any tools carried do not exceed the limit set by the manufacturer for equipment used. Department management has set the maximum body weight for their employees taking into consideration the job being performed, equipment, tools, and vehicle to be used.

The attached information includes a copy of the "Seven Steps to a Safer Workplace" bulletin. If you have additional questions, please contact your safety specialist.

## **Safety & Body Weight Bulletin: Seven Steps to a Safer Workplace**

February 6, 2003

Both the Company and employees have certain obligations they must meet in their employment relationship. One of the Company's obligations is to provide a safe and healthy workplace for its employees. One of the employee's basic obligations to the Company is to be ready, willing and able to work.

Employees are expected to comply with the maximum body weight limitations in order to be qualified to safely perform the essential functions of their job. Employees may not exceed the maximum body weight limitations to safely use the tools, equipment, or vehicles required to perform their job. The following protocol applies to address this fitness-for-duty issue:

### **STEP ONE: Establishing Safe Body Weight**

Department management sets the maximum body weight for employees, taking into consideration the job being performed, equipment, tools, and vehicle to be used, and any applicable safety regulations.

Example: Much of the Company's equipment, including but not limited to ladders, platforms, safety harnesses, and aerial lifts, carry a 300-pound weight restriction. Employees using this equipment must ensure that their body weight in proper work attire, plus any necessary tools and personal protective equipment (PPE), does not exceed the limit<sup>1</sup> established for each department/area.

### **STEP TWO: Employee Compliance/Training Methodology**

Annual employee training will be conducted regarding expectations of the weight program.. Employees in identified classifications will be given an acknowledgement form to sign stating that they have received this information and will be weighed by a Company representative. In addition, management shall attempt to identify employees who may exceed the maximum safe body weight limitations by reviewing relevant company documentation (including any DOT bi-annual physical examination) and by firsthand observation.

If the Company determines that an employee exceeds the permitted maximum body weight, the employee may temporarily be placed on restricted duty (if available) for safety purposes. Local department practice and any relevant union agreements will govern the employee's rights and responsibilities while on transitional duty. If transitional duty is not available, the employee will be removed from normal duties without pay.

Meetings with identified non-compliant employees shall be held on an individual basis to explain the reason to address the employee's body weight.

### **STEP THREE: Physician Evaluation**

The employee's treating physician shall evaluate the employee at the employee's cost to determine a reasonable rate at which the employee should be able to lose weight per week or month. The employee must provide documentation from their treating physician to the Company regarding this medical evaluation within three weeks of being informed that they need to do so. The documentation must include a goal date which includes a reasonable rate of weight loss. Any special circumstances arising from the medical evaluation which needs to be reviewed by a company appointed medical professional with proper medical release.

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<sup>1</sup> Obesity does not entitle employees to a reasonable accommodation under the Americans with Disabilities Act in the absence of special circumstances. Under no circumstances is an employee regarded as disabled merely for participating in this safety program in the absence of special circumstances.

The Company reserves the right to arrange and pay for an independent medical opinion. The Company further reserves the right to rely on the independent medical examination to determine the reasonable rate of weight loss.

**STEP FOUR: Communication**

A meeting shall be held with the employee and, if requested, their union representative to confirm the date on which the employee shall meet their weight loss goal and be in compliance with the Company's maximum body weight limitation for safely performing their job. Following the meeting, management will document this process in a letter written to the employee.

**STEP FIVE: Weight Loss Monitoring**

A Company representative shall weigh a identified employee on a monthly basis to monitor the employee's progress through the date on which the employee is required to be in compliance with the maximum body weight limitation. Disciplinary action, up to and including discharge, may be imposed if the employee fails to demonstrate progress toward meeting the employee's required rate of weight loss, or if the employee is unsuccessful in reaching the required maximum body weight by the goal date.

Depending on union status, additional responsive action may include, but is not limited to, ineligibility for scheduled or unscheduled overtime and demotion to a lower classification and pay rate without duties involving equipment with a maximum weight limit. If an employee engages in conduct that attempts to manipulate or compromise the Company's monitoring of the employee's weight loss progress or fails to cooperate with the monitoring, disciplinary action, which may include immediate discharge, will be imposed.

**STEP SIX: Post-Compliance Period**

During a six-month post-compliance period, a Company representative shall weigh the employee periodically. If, during the post-compliance period, the employee's body weight exceeds the maximum weight limitation at any two weigh-ins, additional disciplinary action may be imposed, up to and including discharge.

Once the employee meets their weight loss goal and is in compliance with the maximum body weight limitation, the employee may resume their regular job functions for as long as they continue to maintain compliance.

**STEP SEVEN: Annual Compliance Check**

If the employee demonstrates consistent adherence to the maximum weight limitation during the post-compliance period, the employee shall no longer be subject to additional periodic weigh-ins and will return to the annual weigh-in schedule. Any subsequent non-compliance with the applicable maximum body weight shall subject the employee to further discipline, up to and including discharge.

The Company considers the safety of employees as a very serious responsibility, and expects employees to do the same. The purpose of this protocol is to further the Company's commitment to safety. As in all cases, management will work to treat substantially similarly situated individuals in the same manner. When individuals have different jobs and/or there are other distinguishing circumstances, those factors must be carefully considered on their own merits so that the appropriate course of action can be pursued.

RBU HR